

Karen Roberts

From: Jaime Estremera-Fitzgerald
Sent: Friday, June 14, 2013 9:54 AM
To: Karen Roberts
Subject: Personnel Issue Follow Up

Importance: High
Sensitivity: Confidential

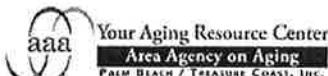
Karen,

I met with Joyce Norris our CFO a few minutes ago and presented her with the receipt documents that appear to me to have been altered. Joyce immediately owned up to the fact that she had the receipts altered. When I asked her why she said that in that moment she was frustrated with DOEA because she believes they are wrong in their policy since the Fed's do allow for delivery charges to be re-imbursed. At that moment she was frustrated with other things and felt she had to do something and so she decided the fastest thing was to alter the receipt.

I explained to her that there is no excuse for what she did and she agreed. I also explained that the ramifications of these actions are far reaching especially since other staff have been made aware and brought this to my attention.

I asked her to make this right today and find out from Jennifer Van Der May where these charges got charged because there is a chance they got charged correctly. If not then she will correct the paperwork and make sure that today we let DOEA know we discovered this and make payment to them for whatever might have been paid that should not have.

I then let her know that I need to think about what corrective action I will take and she did assure me that other than these two receipts she has never done this. I do believe her. However, for me this is an ethics violation that has far reaching implications for the CEO. I am only glad that we caught this and we will correct it!



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